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State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
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PERSONNEL MEMORANDUM (FY 17-01)

TO: All Agency Human Resources Offices

FROM: Sara J. Willingham
Director of Personnel

DATE: September 15, 2016

RE: Transgender Employment Policy and Procedure

Executive Order 2016-04, *An Order Prohibiting Discrimination on the Basis of Gender Identity or Gender Expression*, was issued by Governor Margaret Wood Hassan on June 30, 2016. This Executive Order mandates that no state agency shall discriminate in employment against an individual or on account of the individual's family on the basis of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression. It also requires that all state agencies review and revise their policies as necessary to ensure that they do not discriminate on the basis of gender identity or gender expression, and that the Division of Personnel provide guidance to state agencies in implementing Executive Order 2016-04.

Attached to this Personnel Memorandum are the following materials that are designed to address the needs of transgender and gender non-conforming employees and to create a safe and productive workplace environment for all individuals employed by the State of New Hampshire:

1. The State of New Hampshire Policy and Procedure on Transgender Employment
2. Sample Workplace Transition Plan
3. Overview of Documents that a State Employee May Seek to Have Changed in Connection with a Transgender Transition
4. Employee Gender Transition Form
5. Executive Order 2016-04 Prohibiting Discrimination on the Basis of Gender Identity or Gender Expression